

20 February 1952

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Categories of CIA Intelligence Publications

1. PROBLEM. -- To determine the categories of CIA intelligence publications.
2. DISCUSSION: --

a. The DDCI on 18 December 1951 placed on AD/IC the responsibility for examining in connection with the offices the intelligence publications of the Agency. As a first step in carrying this out the production offices with some participation of OCD, OSO, *OMS*, and OO chose as a first order of business the preparation of categories of CIA intelligence publications. This was stimulated by internal office problems involved in finding the proper vehicles to carry the different kinds of intelligence which are produced. The offices have noted the confusion which has been created among recipients in some cases because of the diverse forms in which our publications appear or the uncertainty of their status (such as in the case of the "working paper").

b. There have also been complications regarding the control of dissemination and the maintenance of adequate files and reference on finished intelligence.

c. The categories recommended in TAB A attached hereto are believed by the offices mainly concerned (ONE, ORR, OSI, and OCI) to be adequate to serve as vehicles for the publication of their production and that a decision establishing them not only will materially improve their own handling of publications but also will create a better impression among our customers.

d. It should be noted that the information reports of OSO and OO are not considered as a part of the intelligence publication problem, though the problems which may be confronted in rationalizing OSO-OO publications of information have been taken into account in reaching the recommendations set forth below. Another paper will presently set forth recommendations respecting OSO-OO publications.

e. Counter-intelligence studies prepared by OSO are not included in the categories because they are not positive intelligence.

3. RECOMMENDATIONS. --

a. That TAB A be approved as the official CIA categories of intelligence publications.

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b. That ORR, OSI, and OCI each choose a single color for the cover of all publications produced by the office if a printed cover is used. The cover of each publication whether colored or not should conform to the pattern indicated in TAB B.

c. That the "working paper" should have no status among publications and that insofar as semi-finished papers are reproduced and disseminated for committee business they too are not publications. At such time as such papers warrant publication status they should be published under one of the established categories.

d. That dissemination and control of working papers, committee documents, and papers prepared as contributions to NIE's or for the covert offices is the responsibility of the issuing office. In the event that finished research cannot be published in one of the official categories for security or other reasons the originating office is responsible for deciding whether the document shall rest in the central OCD file and, if so, take appropriate action.

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